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## **3.A. Enlistment Bonus (EB) Program**

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### **3.A.1. General**

The Enlistment Bonus (EB) program is an incentive to attract qualified personnel to critical skills or ratings to help meet the Coast Guard's recruiting goals. This program applies to new enlistments. The EB is authorized under Title 37 U.S.C., Section 309.

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### **3.A.2. Glossary of Terms**

1. Critical rating. A rating that is understaffed, is projected to be understaffed in the future, or requires an inordinate amount of training to achieve rating strength. The shortages are the result of the Service's inability to attract and retain personnel in the rating.
2. Non-rate Bonus. EB authorized to new recruits without a guaranteed affiliation with a Class "A" school or "Striker" program.
3. Obligated Service. All periods of military service covered by a signed agreement in the form of an Enlistment Contract between Coast Guard members and the U. S. Coast Guard in which members agree to serve for designated periods of time. In order to receive the EB, members must agree to enlist for at least four years of active duty in a skill determined as critical.
4. Unearned Bonus. A portion of the Enlistment Bonus already paid to a member who subsequently does not complete the service obligation.

Example: A member enlists for four years and receives a \$2,000 payment. If the member is subsequently discharged due to misconduct after serving only two years, the member has earned only two years' worth of the Enlistment Bonus (\$1,000); the second two years' worth of Enlistment Bonus (\$1,000) is unearned and may be recouped.

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**3.A.3. Policy**

1. As needs of the Service dictate, Commandant (G-WPM) will convene a panel to determine which ratings are critical, may be placed on the guaranteed Class "A" school list, and are designated eligible for an Enlistment Bonus (EB).
2. Enlistment Bonuses are linked to a member's recruitment and affiliation with a critical rating by attending a guaranteed Class "A" school or participating in a guaranteed "Striker" program in that rating or, for prior service personnel who already have the qualifying skill, agreeing to enlist in the designated rating for a minimum of four years. An additional amount may be offered for the member to accept an enlistment of six years. This program is not a substitute for a Selected Reenlistment Bonus (SRB). Former and current Coast Guard members (active or reserve) are not normally eligible for an enlistment bonus, unless needs of the Service dictate otherwise.
3. For those ratings for which there is no Class "A" school and an Enlistment Bonus is established, a member may receive the bonus by affiliating upon reenlistment, or while at recruit training, with the rating through the "Striker" program established in  Article 5.E. In these cases, special arrangements shall be made by Commander (CGPC-epm) to assign members to appropriate commands with viable "Striker" program.
4. A non-rate EB may be authorized to new recruits without a guaranteed affiliation with a Class "A" school or "Striker" program. Former and current Coast Guard members (active or reserve) are not normally eligible to receive a non-rate EB.
  - a. Members who select the college fund at the time of enlistment are not eligible to receive a non-rate EB.
  - b. Members who are authorized a non-rate EB upon enlisting and then affiliate with a critical rating while at recruit training will receive the larger of the two enlistment bonuses. For example, if a recruit receives a \$3,000 non-rate EB, then while at recruit training affiliates with a rating that is authorized an enlistment bonus of \$2,000, that recruit would continue to receive the \$3,000 non-rate EB. However, if the recruit receives a non-rate EB of \$2,000, then affiliates with a rating that is authorized an EB of \$15,000, then the member would receive the \$15,000 EB.
5. A member may receive only one of the following benefits or incentives: (1) Coast Guard College Fund or (2) Enlistment Bonus Program. Receiving an Enlistment Bonus does not affect eligibility for educational benefits pursuant to the Montgomery G.I. Bill (MGIB). A Selective Reenlistment Bonus (SRB) may not be paid for the same period of service for which an Enlistment Bonus (EB) is paid.



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### **3.A.4. Eligibility Criteria**

1. To qualify for the Enlistment Bonus Program, members must:
  - a. Meet standard enlistment qualification criteria;
  - b. Qualify for and agree to affiliate with a selected rating or designated critical skill and agree to serve an initial active duty enlistment for a minimum of 4 years;
  - c. Not participate in the Coast Guard College Fund. Once a member chooses to participate in the Enlistment Bonus, he or she cannot change over to the College Fund.

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### **3.A.5. Loss of Eligibility and Recoupment**

1. All paid but unearned bonuses, as defined by  Article 3.A.2., will be recouped on a prorated basis.
2. Members who are disenrolled from basic training lose their eligibility to receive the enlistment bonus.
3. Members who are disenrolled from the qualifying Class "A" school or assigned "Striker" program lose their eligibility to receive the bonus. Enlistment Bonuses will not be recouped for members who are disenrolled under the conditions established in  Article 3.A.5.6 or who do not acquire the skill due to unforeseen service actions (e.g., disestablishing the member's rating).
4. Members lose their eligibility to receive EB payments on the date they are no longer qualified to serve in the rating for which the bonus was authorized. Additionally, all paid but unearned Enlistment Bonuses shall be recouped on a prorated basis. A member will be considered not technically qualified to receive the bonus if:
  - a. The member no longer serves in the rating for which the bonus was authorized;
  - b. The member's rating designator is removed; or
  - c. Current and future assignment in that military specialty is precluded.
5. Unearned bonuses shall also be recouped if:
  - a. The member is unable to perform the duties of the rating for which the bonus was paid due to injuries caused by his or her own misconduct;
  - b. The member is unable to perform the duties of the rating for which the bonus was paid as a result of a loss of security clearance due to his or her fault; or

- c. The member refuses to perform the duties of the rating for which the bonus was paid.
- 6. Members who are discharged or change ratings prior to completing the period of service for which they were paid an enlistment bonus shall have a prorated share of all paid but unearned bonus recouped except:
  - a. Members involuntarily discharged for the Convenience of the Government in connection with a reduction in force;
  - b. Members who are separated or retired for physical disability, illness, injury, or other impairment incurred in the line of duty and not due to misconduct;
  - c. Members who receive a dependency or hardship discharge;
  - d. Members discharged early for the purpose of immediate reenlistment, provided they reenlist in the eligible rating and the reenlistment term is for a period longer than the obligated service remaining in the period for which an Enlistment Bonus was paid. For example, if a member separates before his or her normal end of enlistment to immediately reenlist, the money will not be recouped if the member extends or reenlists for a period at least longer than the amount of time the member had remaining at separation.
  - e. Members are required to change ratings based on the needs of the Service.
- 7. Personnel no longer classified or assigned to a general petty officer billet due to humanitarian reassignment, loss of security clearance not due to the member's fault, injury or illness through no fault of their own, will be entitled to their full bonus.
- 8. Members placed on weight probation in accordance with Allowable Weight Standards for Coast Guard Military Personnel,  COMDTINST M1020.8 (series), shall have any unpaid Enlistment Bonus suspended until they comply with the Coast Guard's allowable weight standards.



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### 3.A.6. Payment Procedures

1. The procedures to initiate payment of the Enlistment Bonus are published in the  SDA-II User Manual, HRSICINST M5231.2 (series).
2. General Payment Procedures. The Enlistment Bonus will be paid as following:
  - a. For members eligible to receive the non-rate EB, the bonus will be paid in lump sum after successful completion of recruit training. ( Article 3.A.9. Annex T.1.)
  - b. For non-prior service members, the bonus will be paid in lump sum after successful completion of Class "A" school. ( Article 3.A.9. Annex T.)
  - c. For prior service members who already have the qualifying skill, the bonus will be paid in lump sum upon reporting to their first unit assignment.
  - d. For members entering a bonus-eligible rating through the "Striker" program, the entire bonus will be paid upon advancement to E-4. ( Article 3.A.9. Annex T.2.)



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### 3.A.7. Recoupment Procedures


1. The procedures to initiate recoupment of the Enlistment Bonus are published in the  Personnel and Pay Procedures Manual, HRSIC M1000.2 (series) and the  SDA-II User Manual, HRSICINST M5231.2 (series).
2. General Recoupment Procedures. When a member is no longer eligible for the Enlistment Bonus, HRSIC will recoup paid but unearned bonus portions based on the effective date documented by the member's command.
3. Recoupment examples:
  - a. A non-prior service member enlisted for 4 years (48 months) on 20 September 2000 for an "A" school, which has a \$15,000 bonus. On graduation from the "A" school on 1 August 2001, the member was paid \$15,000. The member served at his unit for three months and was discharged due to misconduct on 5 October 2001. Time not served is 2 years, 11 months and 15 days. The amount of Enlistment Bonus recouped would be \$11,093.75 based on  $(\$15,000/48 \text{ months} = \$312.50 \text{ per month} \times 35 \text{ months}) + (\$312.50/30 \text{ days} = \$10.4166 \text{ per day} \times 15 \text{ days})$ .
  - b. A prior service member enlisted for 4 years (48 months) on 20 October 2001 with a \$2,000 bonus. On entry, the member was paid a \$2,000 bonus. Member was separated from the service due to misconduct on 1 January 2002. Time not served is 3 years, 9 months and 19 days. The amount of Enlistment Bonus recouped would be \$1,901.39 based on  $(\$2,000/48 \text{ mos} = \$41.6666 \text{ per month} \times 45 \text{ months}) + (41.6666/30 \text{ days} = \$1.3888 \text{ per day} \times 19 \text{ days})$ .

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### 3.A.8. Responsibilities

1. Commandant (G-WPM):
  - a. Oversee the Enlistment Bonus Program, policy and resources;
  - b. Promulgate and maintain a list of selected critical ratings eligible for Enlistment Bonuses;
  - c. As Service needs require, convene a panel to recommend the number of initial EB quotas that may be offered and associated bonus amounts. Upon approval of the panel's recommendations, provide a listing of authorized quotas and bonus amounts to Commanding Officer, CGRC, and other appropriate offices. Based on Service needs, Commandant (G-WPM-1) may make periodic adjustments to the initially recommended quota allocations and bonus amounts.
2. Commandant (G-WP-1): As needs of the Service require, review the list of ratings designated as critical for the purposes of this program and recommend which ratings should be considered by the Enlistment Bonus Panel for addition to or deletion from the Enlistment Bonus program.
3. Commanding Officer, Human Resources Service and Information Center (HRSIC): Establish and maintain a system for paying and recouping enlistment bonuses and publish these procedures in the  Personnel and Pay Procedures Manual, HRSIC M1000.2(series) and  SDA-II User Guide, HRSICINST 5231.2 (series).
4. Commander, Coast Guard Personnel Command:
  - a. Apportion guaranteed "A" schools, including those for which an Enlistment Bonus has been authorized by Commandant (G-WPM), based on the availability of Class "A" school quotas listed in the Convening Schedule for Coast Guard Class "A" and "C" Resident Exportable Training Courses, COMDTNOTE 1540. Commander (CGPC-epm) will balance the number of guaranteed Class "A" school quotas eligible for the Enlistment Bonus program with the number of quotas available to personnel already on the school waiting lists. Commander (CGPC-epm) will publish Quarterly allocations seven days before the end of each Quarter, and update as necessary.
  - b. For members recruited into an eligible "Striker" program, upon graduation from recruit training, Commander (CGPC-epm) shall assign members PCS to an appropriate command with a viable "Striker" program in that rating. Also, Commander (CGPC-epm) will coordinate assignments as needed to ensure receiving commands have the capacity to accommodate Strikers within the established personnel allowance.



5. Commanding Officer, Coast Guard Recruiting Command (CGRC):
  - a. Design and execute a marketing plan for the Coast Guard Enlistment Bonus Program as part of an overall effort to accomplish Coast Guard recruiting missions and goals.
  - b. Ensure eligible members' enlistment contracts set forth the terms under which enlistment bonuses may be paid and recouped by completing Annex T for each recipient of an Enlistment Bonus.
  - c. Ensure a member enlisted under the Enlistment Bonus program is not also enlisted under the College Fund incentive program.
  - d. Provide by the fifth (5th) day of each month, a list of personnel recruited with an Enlistment Bonus. Provide each recipient's name, social security number, enlistment and shipping date, rating affiliation (e.g. guaranteed Class "A" school, guaranteed "Striker" program, or prior service with qualifying skills), and other pertinent identifying data. If a guaranteed Class "A" school, provide course convening date to which assigned. The original report will be submitted to Commander (CGPC-epm) with copies to Commandant (G-WPM), (G-WP-1), HRSIC (MAS), TRACEN Cape May (apr) and TRACEN Yorktown (PERSRU).
  - e. Recommend reallocation of funds budgeted for the EB program to meet changes to the ratings designated eligible to receive EBs.
6. Personnel Reporting Units (PERSRUS) at Training Center Cape May and Class "A" Schools shall ensure appropriate PMIS/JUMPS entries are made to pay Enlistment Bonuses.
7. Commands receiving members under the Enlistment Bonus as a guaranteed "Striker."
  - a. Ensure member satisfies all requirements of the "Striker" program in accordance with  Article 5.E. Members failing to make satisfactory progress may be disenrolled from the "Striker" program using standard criteria for unit "Striker" program administration and will not receive a bonus. However, this period may not exceed two years from the date member arrived at the unit.
  - b. If the command disenrolls a member from the unit "Striker" program, a message report with relevant dates and basis of disenrollment must be sent to Commander (CGPC-epm) with copy to Commandant (G-WPM),(G-WP-1), and HRSIC (MAS).

### 3.A.9. Forms/Reports

The Enlistment Bonus Agreements (Annexes T, T.1 and T.2) document the eligibility criteria and conditions under which an Enlistment Bonus is paid. It is the source document that is used to implement pay actions through PMIS/JUMPS.

ANNEX T  
ENLISTMENT BONUS AGREEMENT  
NON-PRIOR SERVICE WITH GUARANTEED "A" SCHOOL  
OR PRIOR SERVICE WITH QUALIFYING SKILL

Privacy act statement

Authority: Title 37, U.S.C., Section 323

Purpose: To provide information necessary for the approval Authority to determine if applicant meets all requirements to receive an enlistment bonus.

Routine uses: For processing activities and approval authority to determine if applicant meets all eligibility requirements for the program. Use of SSN is necessary to make positive identification of individual records.

Disclosure is voluntary: If the applicant does not provide the information, however, no further action can be taken on the request and all further processing terminates.

An original and three copies of this form shall be prepared. It will become an Annex to the Enlistment/Reenlistment Document, Armed Forces of the United States (DD-4).

Recruiting Office: \_\_\_\_\_ Date: \_\_\_\_\_

Prior to enlisting in the United States Coast Guard and receiving an Enlistment Bonus, I, \_\_\_\_\_ understand that:

1. I have been offered an Enlistment Bonus of \$ \_\_\_\_\_ to affiliate with the \_\_\_\_\_ rating. In order to affiliate with this rating, I have either been offered a guaranteed Class "A" school or I am a prior service member who is already qualified in the skill/rating in accordance with eligibility criteria established by the Coast Guard.
2. I agree to enlist for a minimum of four (4) years in the rating for which the bonus is paid. Therefore, if I am a prior service member with the qualifying skill or specialty, I will enlist in the eligible rating for at least four years or if I am a non-prior service member I will be assigned to Class "A" school for the eligible rating identified above.
3. The Bonus will be paid in lump sum. If I am a non-prior service member, the enlistment bonus will be paid after successful completion of Class "A" school. If I am a prior service member who already has the qualifying skill, the bonus will be paid upon reporting to my first unit assignment.
4. The commanding officer of the training center to which the Class "A" School is attached may revoke this guarantee should I fail to progress satisfactorily during Class "A" School. Failure to progress satisfactorily is interpreted to mean failure to complete Class "A" School training in accordance with established schedules due to academic,

adaptability, or misconduct reasons. This guarantee is also contingent on my meeting all physical standards applicable for attending the Class "A" school.

5. Should I be convicted of a serious violation of the Uniform Code of Military Justice, this guarantee will be revoked.
6. Should I be disenrolled from the school identified in this statement of understanding for academic failure or misconduct, I will be ineligible to receive the bonus, I will not be guaranteed assignment to another school, and I will be required to complete my 4 years active duty commitment. If I am disenrolled from the aforementioned school for any of the reasons contained in this statement of understanding, I will not necessarily be precluded from applying for future school assignment per current regulations and policies.
7. I will become ineligible for continued payment of my Enlistment Bonus if I am no longer qualified in, or serving in, the rating identified in paragraph one (1). Further, all paid but unearned bonus will be recouped in these cases. I will be considered not technically qualified in the Bonus eligible rating when, for any reason within my control:
  - a. I am no longer serving in the rating;
  - b. My rating designator is removed; or
  - c. My current or future assignment in the military specialty is precluded.
8. I understand that if while at training, I go into an overweight status, upon graduation, I will be ineligible for bonus payments until such time I am within published weight standards.
9. Any paid but unearned bonuses shall also be recouped when:
  - a. I am unable to perform the duties of the rating for which the bonus was paid as result of injuries caused by my own fault;
  - b. I am unable to perform the duties of the rating for which the bonus was paid as a result of a loss of security clearance due to my own fault;
  - c. I refuse to perform the duties of the rating for which the bonus was paid.
10. If I am separated from the active duty Coast Guard, or change ratings, prior to completing the period of service for which the Enlistment Bonus was paid, a prorated share of all paid but unearned bonus shall be recouped except under the following circumstances:
  - a. I am involuntarily discharged for reason of Convenience of the Government in connection with a reduction in force;
  - b. I am separated or retired by reason of physical disability, illness, injury, or other impairment incurred in the line of duty and not due to misconduct;
  - c. I receive a hardship discharge;

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- d. I am discharged early for the purpose of immediate reenlistment, provided the reenlistment is in the eligible rating identified in this statement of understanding and the term of reenlistment is for a period greater than the obligated service remaining to be served for payment of the Enlistment Bonus.
- e. I am required to change ratings based on the needs of the Service.

\_\_\_\_\_  
Signature of Enlisting Officer

\_\_\_\_\_  
Signature of Enlistee (full name)

Date: \_\_\_\_\_

Copy: Enlistee

### ANNEX T.1 ENLISTMENT BONUS AGREEMENT (NON-RATE BONUS)

#### Privacy act statement

Authority: Title 37, U.S.C., Section 323

Purpose: To provide information necessary for the approval Authority to determine if applicant meets all requirements to receive an enlistment bonus.

Routine uses: For processing activities and approval authority to determine if applicant meets all eligibility requirements for the program. Use of SSN is necessary to make positive identification of individual records.

Disclosure is voluntary: If the applicant does not provide the information, however, no further action can be taken on the request and all further processing terminates.

An original and three copies of this form shall be prepared. It will become an Annex to the Enlistment/Reenlistment Document, Armed Forces of the United States (DD-4).

Recruiting Office: \_\_\_\_\_ Date: \_\_\_\_\_

Prior to enlisting in the United States Coast Guard and receiving an Enlistment Bonus, I, \_\_\_\_\_ understand that:

1. I have been offered an Enlistment Bonus of \$ \_\_\_\_\_ to enter the Coast Guard with no guaranteed "A" school or "Striker" program affiliation.
2. I agree to enlist for four (4) years for which the bonus is paid. This bonus CANNOT be used in conjunction with the 2 and 3 year Enlistment Program.
3. Commanding Officer, Training Center Cape May, may revoke this guarantee should I fail to progress satisfactorily during recruit training. Failure to progress satisfactorily is interpreted to mean failure to complete recruit training in accordance with established schedules due to academic, adaptability, or misconduct reasons.

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4. Should I be convicted of a serious violation of the Uniformed Code of Military Justice, this guarantee will be revoked.
5. I understand that this non-rate enlistment bonus is NOT authorized for prior Coast Guard members.
6. The bonus shall be payable in one installment upon successful completion of recruit training.
7. Any paid but unearned bonuses shall be recouped when:
  - a. I am unable to perform the duties of the skill for which the bonus was paid as result of injuries caused by my own misconduct;
  - b. I am unable to perform the duties of the rating for which the bonus was paid as a result of a loss of security clearance due to my own misconduct;
  - c. I refuse to perform the duties of the rating for which the bonus was paid.
8. The bonus will not be recouped if I am selected for and attend a Class "A" School.
9. If I am separated from the active duty Coast Guard, prior to completing the period of service for which the Enlistment Bonus was paid, a prorated share of all paid but unearned bonus shall be recouped except under the following circumstances:
  - a. I am involuntarily discharged for reason of Convenience of the Government in connection with a reduction in force;
  - b. I am separated or retired by reason of physical disability, illness, injury, or other impairment incurred in the line of duty and not due to misconduct;
  - c. I receive a hardship discharge;
  - d. I am discharged early for the purpose of immediate reenlistment, provided the reenlistment is in the eligible rating identified in this statement of understanding and the term of reenlistment is for a period greater than the obligated service remaining to be served for payment of the Enlistment Bonus.

\_\_\_\_\_  
Signature of Enlisting Officer

\_\_\_\_\_  
Signature of Enlistee (full name)

Date: \_\_\_\_\_

Copy:     Enlistee

ANNEX T.2  
ENLISTMENT BONUS AGREEMENT  
STRIKER BONUS

Privacy act statement

Authority: Title 37, U.S.C., Section 323

Purpose: To provide information necessary for the approval Authority to determine if applicant meets all requirements to receive an enlistment bonus.

Routine uses: For processing activities and approval authority to determine if applicant meets all eligibility requirements for the program. Use of SSN is necessary to make positive identification of individual records.

Disclosure is voluntary: If the applicant does not provide the information, however, no further action can be taken on the request and all further processing terminates.

An original and three copies of this form shall be prepared. It will become an Annex to the Enlistment/Reenlistment Document, Armed Forces of the United States (DD-4).

Recruiting Office: \_\_\_\_\_ Date: \_\_\_\_\_

Prior to enlisting in the United States Coast Guard I,

\_\_\_\_\_,  
understand that:

1. I have been offered an Enlistment Bonus of \$ \_\_\_\_\_ to enter the Coast Guard and prior to completion of recruit training, agree to affiliate or strike with one of the following critical ratings: (Recruiters, check all ratings the applicant is qualified.)

- |                             |                             |                             |                             |
|-----------------------------|-----------------------------|-----------------------------|-----------------------------|
| <input type="checkbox"/> BM | <input type="checkbox"/> EM | <input type="checkbox"/> MK | <input type="checkbox"/> SK |
| <input type="checkbox"/> DC | <input type="checkbox"/> FS | <input type="checkbox"/> QM | <input type="checkbox"/> YN |

If any of the critical rating above is available, and I am fully qualified, I will be assigned to a unit where I can begin the "Striker" program.

2. The bonus will be paid in one lump sum payment upon my advancement to E-4.

3. I agree to enlist for a minimum of four (4) years to receive this bonus. I understand that this bonus is not authorized for enlistments of less than four years.

4. Commanding Officer, Training Center Cape May, may revoke this guarantee should I fail to progress satisfactorily during recruit training. Failure to progress satisfactorily is interpreted to mean failure to complete recruit training in accordance with established schedules due to academic, adaptability, or misconduct reasons.

5. Should I fail to make satisfactory progress within two years from the date I arrived at my unit, I may be disenrolled from the "Striker" program using standard criteria for unit "Striker" program administration and will not receive a bonus.

6. Should I be convicted of an offense as a result of Non-Judicial Punishment or Court

Martial, this bonus will be revoked.

7. I understand that should I be disenrolled from the Striker program for misconduct or for other reasons contained in this statement of understanding:

- a. I will not be eligible to receive a bonus.
- b. I will not be guaranteed to strike another rating.
- c. I will be required to complete my \_\_\_\_\_ years active duty commitment.
- d. I may apply for future Class "A" school assignment per current regulations and policies.

8. I understand that I will become ineligible for continued payment of my Enlistment Bonus if I am no longer qualified in, serving in, the rating for which the bonus was paid. Further, all paid but unearned bonus will be recouped in these cases. I will be considered not technically qualified for the bonus eligible rating when, for any reason within my control:

- a. I am no longer serving in the rating.
- b. My rating designator is removed.
- c. My current or future assignment in the military specialty is precluded.

9. Any paid but unearned bonuses shall also be recouped when:

- a. I am unable to perform the duties of the rating for which the bonus was paid as a result of injuries caused by my own fault.
- b. I am unable to perform the duties of the rating for which the bonus was paid as a result of a loss of security clearance due to my own fault.
- c. I refuse to perform the duties of the rating for which the bonus was paid.

10. If I am separated from the active duty Coast Guard, prior to completing the period of service for which the Enlistment Bonus was paid, a prorated share of all paid but unearned bonus shall be recouped except under the following circumstances:

- a. I am involuntarily discharged for reason of Convenience of the Government in connection with a reduction in force.
- b. I am separated or retired by reason of physical disability, illness, injury, or other impairment incurred in the line of duty and not due to misconduct.
- c. I receive a hardship discharge.
- d. I am discharged early for the purpose of immediate reenlistment, provided the reenlistment is in the eligible rating identified in this statement of understanding and the term of reenlistment is for a period greater than the obligated service remaining to be served for payment of the Enlistment Bonus.
- e. I am required to change ratings based on the needs of the Service.

COAST GUARD PERSONNEL MANUAL CHAPTER 3.A.

\_\_\_\_\_  
Signature of Enlisting Officer

\_\_\_\_\_  
Signature of Enlistee (full name)

Date: \_\_\_\_\_

Copy: Enlistee



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## **3.B. Critical Skills Retention Bonus (CSRB)**

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### **3.B.1. General**

1. The Critical Skills Retention Bonus (CSRB) program is to be used as an incentive to encourage the retention of officer and enlisted members in designated critical skills. The CSRB is authorized under Title 37 U.S.C., Section 323.
2. Designation of Critical Skills. As needs of the Service dictate, Commandant (G-WP) will convene a panel to identify enlisted, chief warrant officer and officer skills that should be designated as critical. The panel results will be forwarded to the Secretary of Transportation. Per Title 37 U.S.C., Section 323, the Secretary of Transportation shall notify Congress, in advance, of each military skill to be designated by the Secretary as critical for purposes of receiving a Critical Skills Retention Bonus. Congressional notification must be submitted at least 90 days before any CSRB is offered. Also, it shall include a discussion of the necessity for the bonus, the amount and method of payment of the bonus, and the retention results that the bonus is expected to achieve.

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### **3.B.2. Glossary of Terms**

1. Active Duty Service Commitment (ADSC). The ADSC is the number of years a member agrees to obligate service on a Critical Skills Retention Bonus Agreement (CSRBA). The member's new estimated date of separation (DOS) can be calculated by adding the ADSC to the effective date of the member's Critical Skills Retention Bonus Agreement.
2. Anniversary Date. The anniversary date is the date that exactly corresponds to the effective date of the CSRBA, reenlistment contract or agreement to extend enlistment. For example, if the member reenlisted for 4 years on 10 July 2000 his/her year anniversary dates for bonus purposes would be 10 July 2001, 10 July 2002, 10 July 2003, and 10 July 2004.
3. Effective Date. The effective date for enlisted members will normally be the date the member reenlists or the operative date of the member's agreement to extend their enlistment contract, or as otherwise directed in the notifying ALCOAST. For officers and eligible enlisted personnel currently serving on an indefinite reenlistment contract, the effective date will be announced in the notifying ALCOAST.
4. Eligibility Window. The Critical Skills Retention Bonus is authorized for eligible personnel who will complete their obligated service (end of enlistment, obligated service for receipt of training, etc.) within the eligibility window announced in the notifying ALCOAST.
5. Executed Extension. An Agreement to Extend Enlistment (CG-3301B) is executed when it has been signed, but the member has not started serving on it.

6. Obligated Service. Obligated service includes all service obligations for initial entry or continued retention in the Coast Guard (Academy, OCS, DCA, Enlistment/Reenlistment Contract, Extension Agreement, etc.) and obligated service for receipt of training (post graduate school, flight training, Class “A” or “C” schools, etc.). This does not include obligated service for permanent change of station (PCS) or obligated service incurred through promotion/advancement. Requests for current obligated service determinations should be sent to Commandant (G-WPM-1).
7. Operative Date. The date an extension begins to run (the member is serving in the extension).
8. Critical Skills Retention Bonus Agreement (CSRBA). A written agreement between a member and the Coast Guard in which the member agrees to remain on active duty for a specific period of time. In return, the member receives a Critical Skills Retention Bonus contingent upon meeting all other prerequisites. The agreement is contained in  Exhibit 3.B.1.
9. Critical Skills Retention Bonus Agreement Submission Date. The required submission date for the Critical Skills Retention Bonus Agreement will be announced in the notifying ALCOAST.

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### **3.B.3. Types of Contractual Agreements**

1. Critical Skills Retention Bonus Agreement (CSRBA). The following personnel should execute a Critical Skills Retention Bonus Agreement:
  - a. Eligible officers.
  - b. Eligible enlisted personnel currently serving on an indefinite reenlistment contract (i.e., enlisted personnel who have 10 or more years of service).
2. Reenlistment Contract or Agreement to Extend Enlistment. Enlisted personnel who are not serving on an indefinite reenlistment contract (i.e., members with less than 10 years of active service).

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### **3.B.4. Maximum Bonus Amount**

1. The maximum bonus amount for officer and enlisted specialties designated as critical will be announced in the notifying ALCOAST.
2. A member may receive more than one bonus during his or her career, provided:
  - a. A bonus is being offered or authorized.
  - b. Member’s specialty is designated as critical.
  - c. Member reenlists, extends or submits a Critical Skills Retention Bonus Agreement.

3. A member may not receive more than a total of \$200,000 throughout that member's career.


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### **3.B.5. Method of Payment**

1. A Critical Skills Retention Bonus will be paid in equal annual installments. Annual installments will be paid on the payday after the anniversary date of the effective date of the Critical Skills Retention Bonus Agreement, reenlistment contract or extension operative date.
2. The amount of these payments will be announced in the notifying ALCOAST and determined by:
  - a. The amount of Critical Skills Retention Bonus offered for the critical military skill for which the member currently serves; and,
  - b. The number of additional years active service member agrees to serve as a result of the CSRBA, reenlistment contract or agreement to extend enlistment.
3. Commanding officers are authorized to approve requests of deserving individuals for accelerated CSRB payments. An accelerated payment is defined as an early payment of the next CSRB installment, prior to the normal anniversary date, but in the same fiscal year in which the installment payment is due.
4. Lump sum or accelerated CSRB payments of two or more installments will not normally be approved. Commandant (G-WPM-1) is the approving official for lump sum or accelerated CSRB payments of two or more installments.
5. Lump sum or accelerated CSRB payments of two or more installments may be granted when a Coast Guard member experiences a severe financial hardship not attributable to financial irresponsibility. Requests shall be forwarded via the chain of command to Commandant (G-WPM-1) for determination, and must include a financial statement listing all income and expenses (a copy of the CG Mutual Assistance form should be used).

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### **3.B.6. Special Conditions**

1. Extensions previously executed by members may be canceled prior to their operative date for the purpose of executing a longer extension or reenlistment (See  Article 1.G.19.). Members should be informed that their CSRB entitlement will be based only on newly acquired obligated service. For example, a member cancels a 3-year extension to reenlist for 6 years, the member will only be paid a CSRB entitlement for the additional 3 years of service. An exception to this rule is made for extensions of 2 years or less, or multiple extensions (each of which is 2 years or less in length), required of a member for transfer, training and advancement. These extensions may be canceled prior to their operative date for the purpose of immediate reenlistment or longer extension without any loss of CSRB entitlement.

2. Members who have changed their rating to an eligible rating are not entitled to receive a CSRB until:

- a. They have reenlisted; or
- b. They have completed at least two years in the new rating if serving on indefinite reenlistment.

Note: To receive a bonus, the member's effective date of reenlistment/extension and the effective date of CSRB Agreement must be within the eligibility window announced in the notifying ALCOAST.

3. Officer procurement programs are defined as those programs, which upon successful completion will lead to an appointment as a chief warrant or commissioned officer in the Coast Guard. These programs include but are not limited to: Officer Candidate School, physician's assistant programs, and acceptance of chief warrant officer and direct commissioning programs. Upon notification of a member's selection to enter into any officer procurement program, any request for accelerated or early payment of the remaining portion of CSRB payments will not be approved. The following information applies to individuals entering officer procurement programs:

- a. Members entering officer procurement programs who have reenlisted/extended for a CSRB will have remaining installments suspended upon notification that they will be entering an officer procurement program, unless the officer specialty has been designated as critical. Chief warrant officers that are above the cutoff will have remaining installments suspended upon publication of the eligibility list, unless the chief warrant officer specialty has been designated as critical.
- b. The time spent in officer procurement program (i.e., OCS) is creditable towards CSRB payment. Members' CSRB entitlement will terminate upon appointment as Chief Warrant Officer or commissioned officer. Members will be retroactively paid from the date of CSRB suspension up to the date prior to their appointment.
- c. Enlisted members are not authorized to receive an officer CSRB until they have completed the obligated service for training associated with the specific officer procurement program (i.e., OCS). The member will become eligible for a CSRB, if one is in effect, upon completion of the obligated service.
- d. Members who do not successfully complete the officer procurement program and continue in an enlisted status in the same rate will have CSRB installments resumed. They are entitled to receive the CSRB payments previously suspended.
- e. Temporary commissioned officers that revert to enlisted status in their original rating, which still have time remaining on their contract are entitled to CSRB. However, the time served, as a commissioned officer shall not count toward CSRB entitlement.

- f. Non-rated members without rating designators shall not be authorized to execute an Agreement to Extend Enlistment under any circumstance for the purpose of receiving an CSRB multiple.
- g. All periods of unexecuted service obligation, except for a member discharged no more than 7 days early because expiration of enlistment falls on a Friday, Saturday, Sunday, or holiday will be deducted from CSRB computation.

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### **3.B.7. Relationship to Other Entitlements**

A Critical Skills Retention Bonus paid under this chapter is in addition to any other pay and allowances to which a member is entitled.


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### **3.B.8. Determining Eligibility**

- 1. As of the effective date of the Critical Skills Retention Bonus Agreement, reenlistment contract or agreement to extend enlistment, the member must be designated or previously designated in a critical military skill. (Note: An agreement to extend enlistment must become effective within the eligibility window announced in the notifying ALCOAST.)
- 2. Member must have no current obligated active duty service commitment other than obligated service for permanent change of station orders (PCS) or promotion/advancement.
- 3. Member must have no fewer than 4 years of total active duty as of the effective date of the CSRBA, reenlistment contract or agreement to extend enlistment.
- 4. Member must have fewer than 25 years, 00 months, and 00 days total active service by the end of the completion of the CSRBA, reenlistment contract or agreement to extend enlistment.
- 5. Officers and enlisted members serving in a retired recall status are not eligible.
- 6. A Reserve member serving on an extended active duty contract is not eligible.
- 7. Additional eligibility criteria may be published in the notifying ALCOASTs.

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### **3.B.9. Conditions of the CSRB Agreement, Reenlistment Contract or Agreement to Extend Enlistment**

- 1. Once a Critical Skills Retention Bonus Agreement, reenlistment contract or agreement to extend enlistment is signed, it will remain in force until it expires. Members may request a new CSRBA, reenlistment contract or agreement to extend enlistment, for bonus purposes, upon expiration of their existing agreement provided a Critical Skills Retention Bonus is being offered and the members meet the eligibility requirements. (Note: Per  Section 1.G., the total of all extensions of an enlistment may not exceed six years.)

2. A Critical Skills Retention Bonus Agreement, reenlistment contract or agreement to extend enlistment does not guarantee that a member will remain on active duty indefinitely if earlier administrative separation or retirement is appropriate.
3. The Coast Guard can also initiate involuntary separation for cause under  Chapter 12, earlier than the date of separation established by the Retention Bonus Agreement, reenlistment contract or agreement to extend enlistment. Any unearned portions of the CSRB will be recouped on a pro rata basis.
4. When a Critical Skills Retention Bonus for a member is suspended or terminated as described in this chapter, Commander (CGPC) will not automatically adjust the date of separation that was established by the Critical Skills Retention Bonus Agreement's ADSC, reenlistment contract or agreement to extend enlistment. A member whose CSRB eligibility ends may submit a request, with supporting material, to change the date of separation to either Commander (CGPC-opm) or (CGPC-epm), whichever is appropriate.

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### **3.B.10. Applying for the Critical Skill Retention Bonus**

1. Applicant responsibilities:
  - a. Review the contents of this chapter and the notifying ALCOAST prior to signing the Critical Skills Retention Bonus Agreement, reenlistment contract or agreement to extend enlistment;
  - b. Complete, sign, date and forward the CSRBA to the designated command representative; (Note:  Exhibit 3.A.1. contains the Critical Skills Retention Bonus Agreement.)
  - c. Keep a copy of the signed agreement for record purposes;
  - d. If not eligible to use the CSRBA, then execute a reenlistment contract or agreement to extend per  Section 1.G.
2. Command counseling responsibilities: Commanding Officers will designate a command representative who will counsel all eligible officers and enlisted members concerning CSRB eligibility. The counseling session should be a one-on-one meeting between the eligible member and the designated command representative, outlining the needs of the Coast Guard and how the CSRB fits into the overall critical skill retention effort.
3. Designated Command Representative shall:
  - a. Ensure the applicant is aware of the CSRB submission deadline and eligibility window (to be announced in the notifying ALCOAST), payment authorization and the ADSC associated with accepting the desired CSRB option;
  - b. Ensure the applicant fully understands the implications of the agreement;


- c. Explain that any unearned portions of CSRB will be recouped on a pro-rata basis for all conditions listed in this chapter, including separation after declining selective continuation;
  - d. Explain that eligible members with an approved date of separation (DOS) must request withdrawal of the DOS prior to or upon submission of their CSRB application. Members will not receive CSRB payments if the DOS withdrawal request is disapproved.
4. If member agrees to accept a Critical Skills Retention Bonus, Designated Command Representative must complete the following:
- a. Ensure the CSRBA, reenlistment contract or agreement to extend enlistment has been properly completed;
  - b. Ensure the applicant and his/her commanding officer or command designee sign the CSRBA, reenlistment contract, or agreement to extend enlistment;
  - c. Critical Skills Retention Bonus Agreement Distribution. Make three copies of the original and distribute as follows: Give a copy of the CSRBA to the applicant, mail/telefax a copy to HRSIC (MAS) (FAX 785-339-3760) for processing, forward a copy to Commander (CGPC-opm) or (CGPC-epm), as appropriate, and forward original to (CGPC-adm-3), for inclusion in the member's service record;
  - d. Reenlistment Contract or Agreement to Extend Enlistment. Distribute as outlined in existing policy governing these agreements.

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### **3.B.11. Disapproving Bonus Payments**

- 1. Commanding Officers shall disapprove CSRB payments for members who:
  - a. Are waiting Involuntary Separation for Cause.
  - b. Are waiting or undergoing investigation into military or civilian offense that could result in a documented record of substantiated misconduct or substandard duty performance.
  - c. Have a documented record of substandard performance or conduct that renders them poor candidates for retention.
  - d. Have a documented record of skills and performance that makes them ineffective for rated duty.
- 2. Critical Skills Retention Bonus Agreement. Disapprovals will be forwarded to HRSIC (MAS), info Commandant (G-WPM), Commander (CGPC-opm) or (CGPC-epm), and (CGPC-adm) by the most expeditious means.
- 3. Reenlistment Contract or Agreement to Extend Enlistment. The enlisting officer may refuse to reenlist or extend a person when he/she has become cognizant of any valid



objection to the person's reenlistment or extension by reason of circumstances not known at the time of discharge, or which have arisen since discharge. In each such case a full report thereof will be made to the Commander (CGPC-epm-1) or Commander (CGPC-rpm) for final decision. (See  Article 1.G.10.)

4. If any of the above listed conditions change, the member may reapply for a CSRB.

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### **3.B.12. Terminating or Recouping Critical Skills Retention Bonus**

1. Terminate CSRB payments when a member:
  - a. Is dismissed or discharged for cause.
  - b. Separates after declining selective continuation.
  - c. Voluntarily retires or separates before finishing the ADSC.
  - d. Separates after non-selection for promotion or selected by a Reduction in Force (RIF) board.
2. Recoup CSRB payments from the member under the following conditions:
  - a. If the reason for failure to complete service is a result of the member voluntarily terminating their critical skills status, then future anniversary payments are not paid and any unearned portions of the bonus is recouped.
  - b. If the reason for failure to complete service is voluntary and the effective date of the disqualification or separation is after the next anniversary payment, then the next scheduled payment is prorated to the separation date. Future anniversary payments are not paid, and any unearned portions of the bonus is recouped. Note: Includes members who separate under early release programs, decline to continue serving or are released for training in other competitive career categories.
  - c. If the reason for failure to complete service is voluntary and the effective date of the disqualification or separation is after the most recent but before the next anniversary payment, then the next scheduled payment is not paid, future anniversary payments are not paid, and any unearned portion of the bonus is recouped. Note: Includes members who separate under early release programs, decline to continue serving, or are released for training in other competitive career categories.
  - d. If the reason for failure to complete service is involuntary and the effective date of the disqualification or separation is after the next anniversary payment then the next scheduled payment is prorated for the remaining service, future anniversary payments are not paid, and any unearned portion of the bonus is not recouped. Note: Includes disability retirements or separations and separation due to non-selection for promotion or RIF actions.
  - e. If the reason for failure to complete service is involuntary and the effective date of the disqualification or separation is after the most recent but before

the next anniversary payment then the next scheduled payment is not paid, future anniversary payments are not paid, and any unearned portion of the bonus is not recouped. Note: Includes disability retirements or separations and separation due to non-selection for promotion or RIF actions.

- f. If the reason for failure to complete service is involuntary and the effective date of the disqualification or separation is after the next anniversary payment then the next scheduled payment is not paid, future anniversary payments are not paid, and any unearned portion of the bonus is recouped. Note: Includes separation for cause; loss of qualification; and administrative disqualification.
- g. If the reason for failure to complete service is involuntary and the effective date of the disqualification or separation is after the most recent but before the next anniversary payment then the next scheduled payment is not paid, future anniversary payments are not paid, and any unearned portion of the bonus is recouped. Note: Includes separation for cause; loss of qualification; and administrative disqualification.
- h. In case of death, the remaining payments will be included in the final settlement of unpaid pay and allowances.

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### **3.B.13. Critical Skills Retention Bonus Recoupment Calculations**

Recoupment calculations will be based on the Defense Finance and Accounting Services accounting method. Calculations are based on 360-day years, 30-day months. The initial daily rate is based on the yearly rate divided by a "DFAS" year (360) days. The total amount of recoupment will be based on the daily rate multiplied by the total number of days of unearned RB based on a 30-day month. For example, calculations for a member who received an advance annual payment of \$21,000 and then was separated 3 months prior to fulfilling the requirement for the annual payment, would be as follows:  $\$21,000(\text{annual rate})/360(\text{DFAS year})$  gives a daily rate of \$58.33. Convert 3 MOS to 90 days and then multiplied by the daily rate:  $\$58.33 \times 90 = \$5,249.70$ . The member would be required to pay back \$5,249.70.

**Exhibit 3.B.1.**

**CRITICAL SKILLS RETENTION BONUS AGREEMENT (CSRBA)**

1. Under Title 37 U.S.C., Section 323 and in consideration of receiving a Critical Skills Retention Bonus (CSRB) in the amount of (fill in the dollar amount from the ALCOAST announcing the CSRB program) annually, I, (Rank/Name) agree to remain on active duty (fill in the years) years upon approval of this agreement by my commanding officer.

2. Conditions of agreement. I understand and agree that:

a. The effective date of this agreement will be \_\_\_\_\_. (announced in the notifying ALCOAST).

b. On an annual basis, for the length of this agreement, I will receive a CSRB payment in the following amount: (fill in the dollar amount from the ALCOAST announcing the CSRB program).

c. My active duty service commitment (ADSC) under this agreement will be (fill in the number of years newly obligated service) from the effective date of this agreement and my new completion of obligated service date will be \_\_\_\_\_. If I have an approved voluntary separation date earlier than my ADSC date, then I will take action to withdraw my request for voluntary separation.

d. My entitlement to a Critical Skills Retention Bonus stops immediately if:

- (1) I am permanently disqualified for service in the designated critical skill for medical or other reasons.
- (2) I am dismissed or discharged for cause.
- (3) I retire or separate for any reason authorized under any provision of law.
- (4) I am released for training in any other competitive Career categories.
- (5) I lose my critical skill designator.
- (6) I receive an administrative disqualification.

e. Any unearned portion of CSRB paid me is considered a debt to the U. S. Government and will be recouped if my CSRB entitlement stops because:

- (1) I lose my critical skills designation due to Misconduct or willful neglect.
- (2) I am dismissed.
- (3) I am discharged for cause.
- (4) I am separated after declining selective continuation.
- (5) I am voluntarily retired or separated before completing the ADSC.

f. Per Title 37 U.S.C. 323(g), a discharge in bankruptcy under Title 11 that is entered less than 5 years after the termination of this agreement does not discharge me from a debt arising under this agreement. Thus, the U. S. Government may recoup any unearned CSRB. If my CSRB entitlement stops for any other reason, the U. S. Government will not recoup previous payments. For example, money will not be recouped based on a reduction in force (RIF).

3. If I want to retire or separate before I complete my ADSC, CGPC-OPM or CGPC-EPM,

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based on service needs, must approve my request. CGPC will not be influenced by my offer to repay CSRB.

4. Election of CSRB Installments. I understand that CSRB installments will be paid on an annual basis on the anniversary of the effective date of the retention bonus agreement, reenlistment contract or agreement to extend enlistment. I also understand that I may request to receive an anniversary payment a maximum of one year in advance.

5. I do (or do not) request that my first installment be paid in advance.

Accept/Decline

Approved/Disapproved

\_\_\_\_\_  
Member's signature

\_\_\_\_\_  
Commanding Officer's signature

\_\_\_\_\_  
Date signed

\_\_\_\_\_  
Date signed

Privacy act statement

Authority: Title 37, U.S.C., Section 323

Purpose: to provide information necessary for the approval authority to determine if applicant meets all requirements for the award of officer or enlisted Critical Skills Retention Bonuses. Routine uses: for processing activities and approval authority to determine if applicant meets all eligibility requirements for the program. Use of SSN is necessary to make positive identification of individual records. Disclosure is voluntary: if the applicant does not provide the information, however, no further action can be taken on the request and all further processing terminates.

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### **3.C. Selective Reenlistment Bonus (SRB) Program**

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#### **3.C.1. General**

1. The Selective Reenlistment Bonus (SRB) Program allows the Commandant to offer a reenlistment incentive to members who possess highly desired skills or are in eligible ratings, at certain specific points during their career. For the purpose of defining eligibility periods within the first 14 years of active service, three zones of consideration are established. Zone A is defined as the period from 17 months through 6 years of active service. Zone B is defined as the period from 6 through 10 years of active service. Zone C is defined as the period from 10 through 14 years of active service.
2. The objective of the SRB program is to provide an incentive to reenlist to those personnel in the Service who are serving in a skill or rating designated as critical by the Commandant.

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#### **3.C.2. Glossary of Terms**

1. ANNIVERSARY DATE: The anniversary date is the date that exactly corresponds to the date the member came on active duty. For example, if the member came on active duty 10 July 1993 his or her 6th year anniversary date will be 10 July 1999. The exception to this would be for members with broken active service, in which case the Anniversary Date would have to be constructed using prior active service with current reenlistment date.
2. EXACTLY 6/10/14 YEARS: For purposes of this program, a member is considered to have exactly 6, 10, or 14 years active duty on his 6th, 10th, or 14th year anniversary date.
3. WITHIN 3 MONTHS PRIOR TO EOE: The period within 3 months prior to end of enlistment is computed by backing off 3 months from the current end of enlistment (the date that will be entered as the date of separation on the DD Form 214) and adding one day. For example, if the current end of enlistment is 15 August, the period within 3 months prior to end of enlistment is from 16 May through 15 August.
4. WITHIN 3 MONTHS AFTER EOE: The period of 3 months after end of enlistment begins on the day following the date of separation (date of separation as noted on the DD Form 214) and ends with the day of the month 3 months later corresponding to the date of separation. For example, a member discharged 3 September 2001 may reenlist not later than 3 December 2001.
5. EXECUTED EXTENSION: An Agreement to Extend Enlistment (CG-3301B) is executed when the member has signed it and is obligated, but it has not begun to run.

6. OPERATIVE DATE: The date an extension begins to run (the member is serving in the extension).
7. OBLIGATED SERVICE: All periods of military service covered by signed agreements in the form of Enlistment Contracts, Reenlistment Contracts and/or Agreements to Extend Enlistment between Coast Guard members and the U.S. Coast Guard where members agree to serve for designated periods of time.
8. ADDITIONAL OBLIGATED SERVICE: All periods of military service covered by Reenlistment Contracts or signed Agreements to Extend Enlistment that bind members and the Coast Guard to specified periods of time beyond any period for which the member has already obligated. For example, a member executes a 3-year extension to obligate for a PCS assignment. Subsequently, but prior to the extension's operative date, the member decides to reenlist for 4 years. Only 1 year is considered additional obligated service since the member was already obligated for 3 years under the extension. (See ~~13~~ Article 3.C.5.6., below for exception.)
9. UNEARNED BONUS: SRB entitlement received for which no time has been served. For example, a member reenlists for 4 years and receives a lump sum payment of \$8,000. The member is subsequently discharged after serving 3 years. The member is only entitled to 3 years worth of entitlement (\$6,000). Any bonus payment received in excess of \$6,000 is considered unearned and shall be recouped.

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### **3.C.3. WRITTEN AGREEMENTS**

All personnel with 10 years or less active service who reenlist or extend for any period, however brief, shall be counseled on the SRB program. They shall sign an Administrative Remarks, CG-3307 (page 7), service record entry outlining the effect that particular action has on their SRB entitlement. If necessary, commanding officers shall elaborate in the page 7 entry to cover specific cases of questionable SRB eligibility.

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### **3.C.4. CRITERIA FOR INDIVIDUAL MEMBER'S ELIGIBILITY**

#### **3.C.4.a. ZONE A Eligibility**

To receive a Zone A SRB, the member must meet the following criteria:

1. Reenlist not later than 3 months after discharge or release from active duty in a rating authorized an SRB multiple.
2. Have completed 17 months continuous active duty (including extended active duty as a Reserve) at any point in their military career. The 17 months continuous active duty need not have been completed immediately prior to the reenlistment or extension.
3. Have completed not more than 6 years active service on the date of reenlistment or the date on which the extension becomes operative.

4. Be serving in pay grade E-3 (with appropriate designator), or higher on active duty in a rating that is designated as eligible for an SRB multiple.
5. Reenlist or extend enlistment in the Regular Coast Guard for a period of at least 3 full years.
6. Have not previously received a Zone A SRB.
7. Attain eligibility prior to the termination of a multiple for that particular rating.
8. Meet any additional eligibility criteria the Commandant may prescribe.

**3.C.4.b. ZONE B Eligibility**

To receive a Zone B SRB, the member must meet the following criteria:

1. Reenlist not later than 3 months after discharge or release from active duty in a rating authorized an SRB multiple.
2. Have completed 17 months continuous active duty (including extended active duty as a Reserve) at any point in their military career. The 17 months continuous active duty need not have been completed immediately prior to the reenlistment or extension.
3. Have completed at least 6 but not more than 10 years active service on the date of reenlistment or the operative date of the extension.
4. Be serving in pay grade E-5 or higher. Personnel who are changing rate, as approved by the Commandant, are eligible as an E-4 provided they were E-5 or higher immediately prior to changing rate.
5. Reenlist or extend enlistment in the Regular Coast Guard for a period of at least 3 full years, provided the reenlistment or extension, when added to existing active service, will provide a total active duty of no less than 10 years.
6. Have not previously received a Zone B SRB.
7. Attain eligibility prior to the termination of a multiple for that particular rating.
8. Meet any additional eligibility criteria the Commandant may prescribe.

**3.C.4.c. Zone C Eligibility**

To receive a Zone C SRB, the member must meet the following criteria:

1. Reenlist not later than 3 months after discharge or release from active duty in a rating authorized an SRB multiple.





2. Have completed 17 months continuous active duty (including extended active duty as a Reserve) at any point in their military career. The 17 months continuous active duty need not have been completed immediately prior to the reenlistment or extension.
3. Have completed at least 10 but not more than 14 years active service on the date of reenlistment or the date on which the extension of enlistment begins to run.
4. Be serving in pay grade E-6 or higher.
5. Reenlist or extend enlistment in the Regular Coast Guard for a period of at least 3 full years.
6. Have not previously received a Zone C SRB.
7. Attain eligibility prior to the termination of a multiple for that particular rating.
8. Meet any additional eligibility criteria the Commandant may prescribe.
9. Application criteria will be provided in the ALCOAST announcing the SRB.


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### **3.C.5. Special Conditions**

1. Members with exactly 6 years active duty on the date of reenlistment or operative date of extension will be entitled to the Zone A multiple in effect for their rating if they are otherwise eligible. If they have previously received a Zone A bonus or no Zone A bonus is designated, they are entitled to a Zone B bonus if one is in effect.
2. Members with exactly 10 years active duty on the date of reenlistment or operative date of extension will be entitled to the Zone B multiple in effect for their rating if they are otherwise eligible. If they have previously received a Zone B bonus or no Zone B bonus is designated, they are entitled to a Zone C bonus if one is in effect.
3. Members with exactly 14 years active duty on the date of reenlistment or operative date of extension will be entitled to the Zone C multiple in effect for their rating if they are otherwise qualified.
4. Only extensions/reenlistments of 3 years or longer may be used to establish eligibility for SRB. Specifically, two or more extensions may not be combined to establish SRB eligibility. Additionally, entitlement in the same Zone cannot be increased by future extensions. Qualified members "Lock into" SRB multiples and bonus ceilings that are in effect at the time an extension agreement is executed.
5. Under no circumstances will an individual be permitted to extend their enlistment more than 3 months early for SRB purposes alone. However, a member who must extend for some other reason (i.e., transfer, training, advancement, or tuition assistance) may extend for a period greater than the minimum required for the purpose of gaining entitlement to an SRB.


6. Extensions previously executed by members may be canceled prior to their operative date for the purpose of executing a longer extension or reenlistment in accordance with  Article 1.G.19. Members should be informed that their SRB entitlement will be based only on newly acquired obligated service. For example, a member cancels a 3-year extension to reenlist for 6 years; the member will only be paid SRB entitlement for the additional 3 years of service. An exception to this rule is made for extensions of 2 years or less, or multiple extensions (each of which is 2 years or less in length), required of a member for transfer, training, advancement, or tuition assistance. These extensions may be canceled prior to their operation date for the purpose of immediate reenlistment or longer extension without any loss of SRB entitlement.
7. Members who are in a change in rate status will be eligible for the multiple in effect at the time the request for change in rate was approved by Commandant (G-WPM-1). Members shall sign an Administrative Remarks entry, CG-3307, stating that they are aware that they shall not receive any bonus entitlement for the new rate until they have reenlisted/extended and have attained the new rate. When the new rate is attained, all unearned SRB for the previously held rate will be recouped. Members authorized an SRB for their present rate will continue to receive annual installments until they attain their new rate.
8. Officer procurement programs are defined as those programs which, upon successful completion, will lead to an appointment as a chief warrant or commissioned officer in the Coast Guard. These programs include but are not limited to: Officer Candidate School, physician's assistant programs, and acceptance of chief warrant officer and direct commissioning programs. Upon notification of a member's selection to enter into any officer procurement program, any request for accelerated or early payment of the remaining portion of SRB payments will not be approved. The following information applies to individuals entering officer procurement programs:
  - a. Members entering officer procurement programs who have reenlisted/extended for an SRB will have remaining installments suspended upon appointment in an officer procurement program (i.e., OCS, CWO appointment, etc.). The time spent in officer procurement program is creditable towards SRB payments. Members' SRB entitlement will terminate upon appointment.
  - b. Members who do not successfully complete the officer procurement program and continue in an enlisted status in the same rate will have SRB installments resumed and are entitled to receive the SRB payments previously suspended.
  - c. For those temporary commissioned officers who revert to enlisted status in their original rating, who still have time remaining on their contract, the time served as a commissioned officer shall not count toward SRB entitlement.
9. Commanding officers are authorized to effect early discharge and reenlist members within 3 months prior to their 6th, 10th, or 14th year active service anniversary dates (not to be confused with the normal expiration of enlistment), for the purpose

of qualifying for a Zone A, B, or C SRB respectively. In such cases, SRB payments will be reduced by any portion of unserved service obligation. Commanding officers shall ensure that such personnel are fully qualified to receive an SRB and advise them that all periods of unserved obligated service will be deducted from their bonus entitlement. Any such discharges shall be under authority of  Article 12.B.12., indicating discharge for the purpose of immediate reenlistment at the Convenience of the Government.

10. Tours of active duty in any U.S. Armed Forces (Regular or Reserve), including active duty for training, must be included in computing total active duty for the purpose of establishing SRB Zone eligibility. However, active duty for training periods may not be included in the computation of the 17 months continuous active duty.
11. Entitlement to SRB multiple and bonus ceiling is established on the actual date of reenlistment or the date the member executes an Agreement to Extend Enlistment by signing Form CG-3301B. Entitlement to any Zone of SRB is established only on the date the member reenlist or the extension becomes operative. (Example: A member executes an extension agreement on 15 June 2001, with the extension becoming effective 15 November 2001. The member initially entered the Coast Guard on 15 November 1995. If in an eligible rating, the member will be entitled to a Zone B SRB on 15 November 2001 based on the SRB multiples that were effective on 15 June 2001.)
12. Nonrated members without rating designators shall not be authorized to execute an Agreement to Extend Enlistment under any circumstance for the purpose of receiving an SRB multiple.
13. All Periods of unexecuted service obligation, except for a member discharged no more than 7 days early because expiration of enlistment falls on a Friday, Saturday, Sunday, or holiday or per the provisions of  Article 3.C.5.6. above, will be deducted from SRB computation.
14. Changes to the SRB ceilings will be published in the same ALCOASTs which announce changes to SRB multiples.
15. Members eligible to reenlist, but who opt to be separated will be advised in writing that should they later elect to reenlist, they must do so within 3 months after discharge to be eligible for an SRB. (Provided that on the date of reenlistment the rating has a multiple listed in the current ALCOAST.)

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### 3.C.6. Change in Multiples

When a rating multiple is designated for increase, reduction, or termination, an effective date of the change shall be promulgated by ALCOAST at least 30 days in advance. All Agreements to Extend Enlistments signed before the effective date of the change will be at the old multiple level. All agreements made on or after the effective date of the change will be at the new level. Members desiring to extend their enlistments or reenlist early to take advantage of a higher bonus multiple may do so within the provisions of this chapter and/or  Articles 1.G.14. and 12.B.7.

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### 3.C.7. Amount of Payment

1. Computation of SRB payments is based on the rate of basic pay as of the day immediately preceding reenlistment or the date immediately preceding the date the extension becomes operative. Bonus payments will be computed by taking the authorized SRB multiple, multiplying it by the member's monthly basic pay and multiplying the result by the number of months of newly obligated service and dividing this figure by 12. Shown as an equation, this would be:

$\frac{\text{SRB multiple} \times \text{monthly basic pay} \times \text{months newly obligated service}}{12}$
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2. When computing the additional obligated service for which SRB can be paid, a fraction of a month will be rounded up to the whole month. For example, members discharged 2 months and 10 days prior to the expiration of their enlistment, for the purpose of immediate reenlistment, will have their SRB payment reduced by 3 months. An exception to this rule, however, is members who are discharged no more than 7 days early because their period of active obligated service expires on a Friday, Saturday, Sunday, or holiday. In such cases, members will be considered to have completed the full enlistment for SRB computation.
3. Any unexecuted portion of extended active duty orders for Coast Guard Reservists who request and are granted authority for discharge from the Coast Guard Reserve for the purpose of immediate reenlistment in the Regular Coast Guard, while serving on extended active duty, is considered previously obligated service for the purpose of SRB Bonus computation.
4. Bonuses will not be paid for any service beyond 16 years total active duty.

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### 3.C.8. Method of Payment

1. Bonuses may be paid either as a lump sum or in installments. If the bonus is paid in installments, the initial payment shall be 50 percent of the total bonus amount and the remainder paid in equal annual installments, on the anniversary date, as determined by the length of the extension or reenlistment.

2. Commanding officers are authorized to approve requests of deserving individuals for accelerated SRB payments. An accelerated payment is defined as an early payment of the next SRB installment, prior to the normal anniversary date, but in the same fiscal year in which the installment payment is due.
3. Commandant (G-WPM-1) is the approving official for lump sum payment of SRB. Lump sum approvals will be granted when a Coast Guard member experiences a severe financial hardship not attributable to financial irresponsibility. The member should submit a request with a financial statement listing all income and expenses (a copy of the CG Mutual Assistance form should be used). The request shall be forwarded via the chain of command to Commandant (G-WPM-1) for determination.

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### 3.C.9. Termination of Bonus Entitlement and Recoupment

1. Members who are discharged prior to completing the period of service for which they were paid an SRB shall have all paid but unearned bonus recouped with the exception of:
  - a. Members who are involuntarily discharged for reason of Convenience of the Government in connection with a reduction in force.
  - b. Members who are separated or retired by reason of physical disability, illness, injury, or other impairment incurred in the line of duty and not due to misconduct.
  - c. Members who receive a hardship discharge.
2. A member paid any reenlistment bonus who is discharged early for the purpose of immediate reenlistment is not required to refund the unearned portion of the bonus provided the term of the reenlistment is for a greater period than the obligated service remaining to be served. If the member is currently receiving a Zone A SRB and if the new reenlistment/extension is authorized a Zone B SRB, the member will continue to receive their annual installments of their Zone A bonus. They will receive Zone B bonus only for the additional obligated service.
3. Members will be ineligible for continued SRB payment when they are no longer qualified in or serving in the rating or skill for which the SRB was authorized **except, members who are assigned out of specialty as needs of the Service dictate**. Additionally, all unearned SRB shall be recouped.

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- a. A member will be considered not technically qualified in the bonus rating when:
  - (1) The member is no longer serving in the rating or skill for which the bonus was authorized. (If the bonus was paid for a critical skill, member must maintain the skill's qualification code in order to be technically qualified.)
  - (2) The member's rating designator is removed.
  - (3) Current and future assignment in that military specialty is precluded for any reason within the member's control.
- b. Additionally, unearned bonuses shall be recouped when:
  - (1) The member is unable to perform the duties of the rating or skill for which the bonus was paid as a result of injuries caused by their own misconduct, as established through existing line of duty determination procedures.
  - (2) The member is unable to perform the duties of the rating or skill for which the bonus was paid as a result of a loss of security clearance due to their own misconduct.
  - (3) The member refuses to perform the duties of the rating or skill for which the bonus was paid.
4. When no longer classified or assigned in the bonus specialty for any of the following reasons, the member shall be entitled to his/her full SRB:
  - a. Humanitarian reassignment to other duties.
  - b. Loss of security clearance through no fault of the member.
  - c. Injury, illness, or other impairment not the result of the member's own misconduct.
  - d. Commandant-directed change in rating: Members paid an SRB shall continue to serve in the rating or skill which qualified them for the bonus unless the Commandant expressly directs a change in rating (i.e., Joint Rating Review).
5. Recoupment of unearned bonus is not required if the member is separated to permit acceptance of or entry into a program leading to a commission or chief warrant appointment in the same or another Service.
6. In case of death, the remaining payments will be included in the final settlement of unpaid pay and allowances.

### 3.C.10. Suspension of Bonus Entitlement

Members who fail to comply with the  Allowable Weight Standards for Coast Guard Military Personnel, COMDTINST M1020.8 (series), shall have SRB installments suspended until the member is in compliance with weight standards.

### 3.C.11. Required Administrative Remarks, CG-3307, Entries for SRBs

1. Required Administrative Remarks, CG-3307, entry for personnel within 3 months prior to their end of enlistment and any time a member reenlists or extends their enlistment:

DATE: I have reviewed Article 3.C.12 of the Personnel Manual entitled "Frequently Asked SRB Questions and Answers." I have been informed that:

My current Selective Reenlistment Bonus (SRB) multiple is \_\_\_\_ and is listed in ALCOAST \_\_\_\_, which has been made available for my review.

In accordance with article 12.B.4, I am eligible to reenlist/extend my enlistment for a maximum of \_\_\_\_ years.

My SRB will be computed based on \_\_\_\_ years newly obligated service. (If extension/reenlistment is for less than 36 months, enter "00.")

The following SRB policies were unclear to me, but my SRB counselor provided me with the corresponding answers: (list specifics)

\_\_\_\_\_  
(Signature of Member/date)

\_\_\_\_\_  
(Signature of Counselor)

2. Required Administrative Remarks, CG-3307 entry for personnel within 3 months prior to their 6 or 10 year active duty anniversary date:

DATE: I have reviewed Article 3.C.12 of the Personnel Manual entitled "Frequently Asked SRB Questions and Answers." I have been informed that:

My current Selective Reenlistment Bonus (SRB) multiple is \_\_\_\_ and is listed in ALCOAST \_\_\_\_, which has been made available for my review.

In accordance with article 12.B.4, I am eligible to reenlist/extend my enlistment for a maximum of \_\_\_\_ years.

My SRB will be computed based on \_\_\_\_ years newly obligated service. (If extension/reenlistment is for less than 36 months, enter "00.")

I must reenlist 3 months prior to (date), which is my 6 or 10-year active duty anniversary date, in order to receive a Zone (A or B) SRB.

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The following SRB policies were unclear to me, but my SRB counselor provided me with the corresponding answers: (list specifics)

\_\_\_\_\_  
(Signature of Member/date)

\_\_\_\_\_  
(Signature of Counselor)



### 3.C.12. Frequently Asked SRB Questions and Answers

Q1. What is an SRB?

A1. The acronym SRB stands for Selective Reenlistment Bonus. This Bonus is a cash payment which the Coast Guard uses as an incentive to retain members in specialties experiencing personnel shortages.

Q2. What is the purpose of the SRB program?

A2. Its purpose is to provide a monetary incentive for members in certain specified ratings or skills designated by the Commandant. In determining which ratings or skills should be eligible for an SRB, the Commandant considers such criteria as whether the rating or skill is understaffed, future staffing projections, and the amount of training required to achieve the rating or skill. These ratings or skills are designated as "critical." The Commandant reevaluates which ratings or skills are critical approximately every 6 months and publishes the results in an ALCOAST message.

Q3. How many times can I receive an SRB?

A3. There are three Zones in the SRB program; Zone A, Zone B, and Zone C.

Q4. How can I become eligible for a Zone A SRB?

A4. The Zone A SRB is paid to petty officers and designated E-3s serving in critical ratings or skills who extend their enlistment or reenlist for a minimum of 3 years. Ratings or skills deemed critical for the purpose of assigning an SRB multiple are announced in SRB ALCOAST. Members must have **completed 17 months continuous active duty (including extended active duty as a Reserve) at any point in their military career. The 17 months continuous active duty need not have been completed immediately prior to the reenlistment or extension. Members must have completed not more than 6 years active service on the date of reenlistment or the date on which the extension becomes operative.** Sorry, only one Zone A SRB to a customer!

Q5. How can I become eligible for a Zone B SRB?

A5. The Zone B SRB is paid only to petty officers second class and above (or E-4s who have been approved to change rate from E-5) serving in critical ratings or skills who extend their enlistment or reenlist for a minimum of 3 years. Ratings or skills deemed critical for the purpose of assigning an SRB multiple are announced in SRB ALCOAST. They must have at least 6 years but not more than 10 years active service at the time of reenlistment or the date their extension becomes operative. Again, they must have completed at least 17 months continuous active service at any point in their military career. Only one Zone B SRB to a customer also!

Q6. You mean I can get both a Zone A and B SRB?

A6. That's correct. Receiving a Zone A SRB does not disqualify you from receiving a Zone B SRB at a later period in your career.

Q7. And now can I get a Zone C SRB?

A7. The Coast Guard has not yet implemented a Zone C SRB; however, if staffing levels warrant them, the Commandant could order a Zone C SRB at any time. A Zone C SRB would be payable only to petty officers first class and above serving in critical ratings or skills who extend their enlistment or reenlist for a minimum of 3 years. They must have at least 10 years but no more than 14 years active service at the time of reenlistment or the date their extension becomes operative. The 17 months continuous active service provision still applies.

Q8. What if I get out of the Coast Guard and later decide to reenlist. Can I still get an SRB?

A8. Only if you have been out for 3 months or less and meet the requirements previously discussed.

Q9. Okay, now that I know how I can get an SRB, how much money will I get? How is the SRB calculated?

A9. The amount of money you will receive depends on just how critical your rating or skill is. Each rating is assigned a multiple ranging from zero to eight. A multiple of six or higher means that the rating is extremely critical. The higher your multiple, the more money you are eligible to receive. Here's how SRBs are computed:

Step 1: Write down your SRB Zone multiple. Your unit yeoman, career counselor, or career information specialist can provide you with this information.

Step 2: Write down the number of months for which you are going to reenlist or extend your enlistment. (Reminder: this number must be at least 36 months.) Now, subtract from this amount any time which will be remaining on your enlistment at the time you will reenlist or your extension will go into effect. Any fraction of a month is rounded up to a full month. For example, if on the date you are going to reenlist for 4 years you will still have 2 months, 5 days remaining on your current enlistment, your SRB will be based only on 45 months newly obligated service. Multiply the number obtained in step 1 by this result.

Step 3: Multiply the number obtained at the conclusion of step 2 by what your monthly base pay will be on the date you reenlist or your extension of enlistment will go into effect. Remember, if you are going to reenlist on the date on which you will have exactly 4 years service (active and inactive combined) you will receive "over 3" pay, not "over 4."

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Step 4: Divide the number obtained at the end of step 3 by 12. The result is the gross amount of SRB to which you will be entitled assuming it does not exceed the ceiling announced in the current SRB ALCOAST. Also remember Uncle Sam takes a percentage of this back for taxes.

Q10. Sounds easy enough, but can you give me an example?

A10. Sure. Let's say the date is 10 October 2001, you're an EM2 who enlisted for 4 years on 10 January 1998, and want to reenlist for 4 years on 10 December 2001. You've completed at least 17 months continuous service and you have not exceeded 6 years active service. The period of time for which you want to reenlist (4 years) exceeds the minimum 3-year requirement. So far so good! Time to check with the ship's office or PERSRU to find out if EM has a Zone A SRB multiple greater than zero. The yeoman informs you you're in luck ... time to count the bucks!

Step 1: Multiple of 2.

Step 2: 48 minus 1 equals 47. 47 times 2 equals 94.

Step 3: 1500.60 times 94 equals 141,056.40

Step 4: 141,056.40 divided by 12 equals \$11,754.70. AMOUNT OF ZONE A SRB ENTITLED: \$11,754.70

Q11. Sounds great! But why is it again that my SRB in the above example is only based on 47 months service and not 48?

A11. Because you did not serve 1 month of your 4-year enlistment, this 1 month was deducted from your SRB computation. Let me also add that if you entered an agreement to extend your enlistment and did not serve out that extension prior to reenlisting, the unserved portion of that extension would also be deducted from your SRB computation. For instance, let's say you were required to extend your enlistment for 28 months to attend Class "A" School. Any portion of that 28-month extension which you did not serve would be subtracted from your SRB computation. However, there is an exception. If you were required to extend your enlistment for 2 years or less to receive PCS orders, attend training, meet the obligated service requirement for advancement, or for tuition assistance, the extension may be canceled prior to the date the extension actually begins to run and will not be subtracted from your SRB computation.

Q12. Sounds fair enough. I guess I can't expect the Government to pay me for obligating for a period of service which I have already agreed to serve. Now, when do I get my money?

A12. Under current policy, you will receive 50 percent of your SRB on the payday after your reenlistment/extension documents have been processed by the Human Resources Service and Information Center. The remaining 50 percent will be paid in equal annual installments, on your anniversary date, over the term of your new enlistment. If you have a severe financial hardship, the Commandant may

approve a lump sum payment. Your commanding officer is authorized to grant you an accelerated SRB payment during the fiscal year in which it is due. For instance, if you have an SRB installment due on 12 July 2002, your commanding officer is authorized to pay it to you anytime during the period 1 October 2001 - 12 July 2002. Payment policies are subject to change! Check with your ship's office or PERSRU to find out what the Commandant's current payment policy is.

Q13. What happens to my SRB payments if I am discharged prior to completing my term of enlistment for which I received an SRB?

A13. With the exception of medical discharges, hardship discharges, and members discharged involuntarily for Convenience of the Government in connection with a Reduction in Force (RIF), those members who are allowed or required to depart the Service prior to serving out their term of enlistment will be required to pay back all SRB monies which they did not earn. For example, a member who received a \$9,000 SRB for a 6-year reenlistment and was discharged for misconduct after completing only 2 years (one third) of his/her contract would forfeit \$6,000 (two-thirds) of his/her SRB. Any money already paid to him/her in excess of the \$3,000 which he/she actually earned will be recouped by the U. S. Government.

Q14. What happens if I am appointed a warrant officer or I am accepted into a commissioning program (i.e., OCS, Physician Assistant Training)?

A14. Upon entering OCS or other training program to become an officer, or upon accepting a commission (warrant officer), you will lose all entitlement to future payments, but will be allowed to keep the money you have already been paid.

Q15. Is there anything else I should know about the SRB program?

A15. Yes, there are several important points of which you should be aware. They are:

1. Be informed of all ALCOASTs published concerning SRBs. The ALCOASTs state the rating and skills in which SRB multiples are assigned, as well as listing the maximum amount of SRB payable for any rating or skill. Contact your personnel office to view or copy the latest ALCOAST on the subject.
2. If eligible, you may reenlist for a Zone A or B SRB within 3 months prior to the date on which you will have 6 or 10 years active service respectively, regardless of the amount of time remaining on your current enlistment. Remember, however, that the amount of time remaining on your current enlistment will be deducted from your SRB computation.
3. When coming up on your end of enlistment, carefully consider the advantages/disadvantages of reenlisting vice extending. Say you signed a 6 year extension and 4 years later you receive transfer orders and there is a multiple for your rating, had you reenlisted for 6 years vice extending for 6 years you could now sign an extension and lock into the multiple without loss of benefits. However, since you extended you must now reenlist and the remaining 2 years will be deducted from your SRB payments. Since you were already obligated this is not considered additional obligated service.

4. If the Coast Guard ever requires you to extend your enlistment, you may extend for a longer period than the minimum required. For example, let's say you are required to extend your enlistment for 24 months to receive PCS orders overseas. You may elect to extend for a period of at least 36 months to receive an SRB. NOTE: You may not extend your enlistment more than 3 months prior to your normal expiration of enlistment date for the sole purpose of qualifying for an SRB unless the Coast Guard requires you to extend.
5. Changes in rating may positively or negatively affect your SRB eligibility. Seek SRB counseling prior to requesting a change in rating.

Q16. Should I always reenlist or extend for the maximum period eligible?

A16. Not necessarily. Let's say that in your first 4-year enlistment you were required to extend for 18 months to attend Class "A" School. After serving out this 5 and 1/2 years, it's time to reenlist. If you reenlist for 4 years, you will have 9 and 1/2 years total active service when that enlistment expires and still be eligible for a Zone B SRB because you will not have more than 10 years total active service. However, if you had reenlisted for 5 years, you would have 10 and 1/2 years service at the end of your enlistment and thus ineligible for a Zone B SRB. BE CAREFUL! IT'S ULTIMATELY YOUR DECISION HOW LONG YOU WILL REENLIST OR EXTEND FOR. CONSIDER ALL YOUR ALTERNATIVES AND SEEK GUIDANCE IF YOU HAVE ANY QUESTIONS.

Q17 If I am in an indefinite enlistment, what do I do if a Zone C SRB is announced?

A17 If a Zone C SRB is announced, the announcing ALCOAST will contain application criteria for the SRB.

Q18. What if I discover that I failed to receive an SRB due to an administrative error or incorrect counseling from my **command representative**?

A18. You may call or write to the Board for Correction of Military Records (BCMR) in Washington, DC to request an application form and pamphlet describing the Board process. If you are able to convince the Board that there was a counseling error made and that you suffered an injustice, the Board may grant you appropriate relief. The BCMR's address is:

Chairman, Board for Correction of Military Records Office of the General Counsel (C-60) U. S. Department of Transportation 400 Seventh Street, SW Washington, DC, 20590-0001 Phone: (202) 366-9335
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